

**EXECUTIVE DIRECTOR**  
**NORTHWEST INDIANA REGIONAL DEVELOPMENT AUTHORITY**

The Northwest Indiana Regional Development Authority is seeking an Executive Director who will be directly accountable to the Board of Directors for achieving corporate goals and supporting the governance and policy making functions required to sustain the growth of Northwest Indiana. The Executive Director is responsible for overall management and operation of the RDA and protection of the organization's financial assets while ensuring compliance with board directives and ensuring sound and effective operations.

Duties for this high-level position include:

- Plan, organize, implement, oversee and control all operational and program functions of the RDA;
- Implement all executive, strategic, programmatic, financial and management decisions;
- Provide leadership to staff and associates relating to RDA objectives and programs;
- Develop diverse resources and funding streams to financially support RDA operations;
- Represent the RDA within the State and local communities including high-level policy makers, community leaders, media representatives and others;
- Work closely with consultants to ensure appropriate support systems in areas of grant preparation, project accounting, human resources, purchasing and related administrative functions;
- Provide staff support for the board through participation in board meetings, board member orientation and continuing education and submission of reports as requested;

The following qualifications and skills will be essential within this position:

- Advanced professional or academic degree;
- Demonstrable leadership, creativity and innovation;
- Strong management skills with capacity to recruit, retain, and facilitate groups of diverse professional, experienced and creative staff;
- Applicable executive experience including budgeting, project management, operations within the not-for-profit organizations (or government operations).
- Must have an understanding of issues related to social responsibility, economic development, environmental sustainability, regional transportation, shoreline development and intergovernmental relationships.
- Knowledge and understanding of work relating to research within the non-profit environment or government operations;
- Timely and critical decision making skills;
- Demonstrated experience in economic development and negotiation of complex agreements
- Ability to travel in and out of state as required;
- Thorough knowledge of MBE/WBE, audits, fair labor standards, and regulations for non-profit environments;

*Equal Opportunity Employer.*

Interested candidates should submit their resume to:

**Organizational Development Solutions, Inc.**  
**PO Box 214**  
**Westville IN 46391**

or

Via email to [drosetti@ccsj.edu](mailto:drosetti@ccsj.edu) or  
[information@successwithods.com](mailto:information@successwithods.com)